

MANUFACTURED HOME SUBMITTAL GUIDE



Where Quality Is A Lifestyle

Permits and Inspections Department

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The following is an outline of the requirements for a **manufactured home** submittal. This list is for reference purposes only and may not include all items needed to complete the plans examination process. Complete and accurate submittals help expedite the plan review process. Attention to the completeness and accuracy of information at the beginning of the process generally leads to fewer delays and requests for revisions from county staff. Please use the following guidelines to assure that your application includes all of the information necessary for a timely review of your plans.

SUBMITTAL CHECKLIST

- _____ Deck plans (if a deck is included on permit)
- _____ Manufactured Home Permit Application
- _____ Copy of Installer's Registration or License Certificate
- _____ **Copy of the Manufactured Home Manual**
- _____ Original Affidavits for Electrical, Mechanical, Fuel Gas and Plumbing as applicable.

GENERAL REQUIREMENTS FOR SUBMITTAL

- One (1) complete set of plans and supporting construction documents is required.
- All pages of the plans shall be on the same size paper. The minimum size of plans allowable is 11" x 17". Plans shall be firmly bound on one edge. Plans must be legible and clear for electronic imaging. All plans and details are to be drawn to a minimum 1/8" scale.
- All construction documents must show in detail that the proposed work will be in accordance with the construction codes.

PLAN REQUIREMENTS

- **Key plan/site plan** shall be fully dimensioned and indicate property lines, any existing construction, overhead/underground utilities, retaining walls, deck, and site drainage.

MANUFACTURED HOME FEE SCHEDULE

\$200.00 or \$0.21 X total square footage, whichever is greater.

FOR DETERMINING TOTAL SQUARE FOOTAGE, INCLUDE AREAS WITHIN THE SURROUNDING EXTERIOR WALLS. AREAS OF THE STRUCTURE NOT PROVIDED WITH SURROUNDING WALLS SHALL BE INCLUDED IN THE BUILDING AREA IF SUCH AREAS ARE INCLUDED WITHIN THE HORIZONTAL PROJECTION OF THE ROOF OR FLOOR ABOVE.

HELPFUL TELEPHONE NUMBERS

CALL BEFORE YOU DIG	811
Fayette County Clerk of Superior Court	770-716-4290
Environmental Health (Septic Tanks/Fields) – Suite 200	770-305-5415
Fayette County Permits & Inspections Department – Suite 201	770-605-5403
Fayette County Stormwater Department – Suite 203	770-305-5410
Fayette County Planning & Zoning Department – Suite 202A	770-305-5419